

Texas Pregnancy Care Network
12885 Research Boulevard
Suite 207
Austin, TX 78750

Deliverable TPCN2-30
Project Work Plan & Annual Budget

<u>ACTIVITY</u>	<u>START</u>	<u>COMPLETE</u>
FY 2009-10 Activities		
SP Services to Clients	September 1, 2009	August 31, 2010
New SP Approval and Training	September 30, 2009	August 31, 2010
Community Awareness Conference Attendance	October 1, 2009	May 31, 2010
TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program.		
Statewide Outreach	October 15, 2009	August 31, 2010
TPCN will advertise the texaspregnancy.org outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print.		
Outcome Measures Development	October 1, 2009	August 31, 2010
TPCN will plan and prepare to implement a system to enhance measurement of Program outcomes.		
Educational Material Buy	November 1, 2009	March 31, 2010
Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission per Section 2.13 of the contract.		
Website Improvements	December 1, 2009	February 28, 2010
TPCN will enhance content and capabilities of texaspregnancy.org outreach website, including integration into content management system.		
SP Monitoring by TPCN	January 15, 2010	August 31, 2010
Service Provider Annual Program Re-Training	August 1, 2010	August 31, 2010
CPA Audit of TPCN FY 2009-10 Activities	November 1, 2010	November 30, 2010

September 2009 - August 2010
ESTIMATED COST OF OPERATIONS

		Total TANF Dollars
1	COST CATEGORY: PROJECT ADMINISTRATION	
1a	<i>Salaries</i>	
	Executive Director	\$ 104,100
	Accountant	\$ 65,000
	Administrative Secretary	\$ 35,000
	Overtime	\$ 600
	Unused Vacation & Personal/Sick	\$ 1,100
	Payroll Taxes	\$ 17,500
	Workers Compensation Insurance	\$ 1,400
	Employee Group Insurance	\$ 46,900
	Subtotal	\$ 271,600
1b	<i>Rent</i>	
	Rent	\$ 54,100
	Subtotal	\$ 54,100
1c	<i>Equipment</i>	
	Equipment Service Contracts	\$ 2,300
	Subtotal	\$ 2,300
1d	<i>Travel</i>	
	Travel/Lodging	\$ 1,200
	Subtotal	\$ 1,200
1e	<i>Other</i>	
	Job Advertising	\$ 500
	Employee Screening	\$ 900
	Professional Development	\$ 1,000
	Consulting: IT, Accounting, Legal	\$ 10,000
	Consulting: Ongoing Support by Real Alternatives	\$ 14,000
	Auditing	\$ 13,750
	Postage/Shipping	\$ 6,700
	General Liability Insurance	\$ 2,300
	Directors and Owners Liability Insurance	\$ 2,900
	Office Expense	\$ 15,000
	Subtotal	\$ 67,050
	TOTAL PROJECT ADMINISTRATION COSTS	\$ 396,250

September 2009 - August 2010 ESTIMATED TEXAS COST OF OPERATIONS		
2	COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION, OUTREACH, EDUCATION, AND REFERRAL	Total TANF Dollars
2a	<i>Salaries</i>	
	Evaluation Coordinator 1	\$ 18,250
	Evaluation Coordinator 2	\$ 36,500
	Statewide Quality Control Manager	\$ 44,700
	Statewide Education Manager	\$ 54,100
	Overtime	\$ 6,400
	Unused Vacation & Personal/Sick	\$ 1,000
	Payroll Taxes	\$ 14,500
	Workers Compensation Insurance	\$ 1,000
	Employee Group Insurance	\$ 52,600
	Subtotal	\$ 229,050
2b	<i>Purchase/Development/Distribution of Written Material</i>	
	Purchase/Development/Distribution of Written Material	\$ 75,000
	Subtotal	\$ 75,000
2c	<i>Outreach Media</i>	
	Services Outreach Advertising	\$ 98,000
	Website Hosting & Improvements	\$ 5,500
	Subtotal	\$ 103,500
2d	<i>Travel</i>	
	Travel/Lodging	\$ 24,000
	Subtotal	\$ 24,000
2e	<i>Telecommunications & Internet Expenses</i>	
	Telecommunications & Internet Expenses	\$ 8,500
	Subtotal	\$ 8,500
2f	<i>Community Awareness Costs</i>	
	Community Awareness Costs	\$ 2,500
	Subtotal	\$ 2,500
2g	<i>Other</i>	
	Billing System Consulting	\$ 5,000
	Toll-Free Referral System	\$ 4,000
	Outcome Measurement Development	\$ 13,000
	New Site Development	\$ 84,000
	Subtotal	\$ 106,000
	<i>TOTAL INFO, OUTREACH, EDUCATION, AND REFERRAL</i>	\$ 548,550

September 2009 - August 2010
ESTIMATED TEXAS COST OF OPERATIONS

3	<i>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</i>	Total TANF Dollars
3a	<i>Contracted Services</i>	
	Counseling Reimbursement to Service Providers	\$ 3,035,200
	Subtotal	\$ 3,035,200
3b	<i>Services Provided by Vendor</i>	
	Training	\$ 10,000
	Meetings and Seminars	\$ 10,000
	Subtotal	\$ 20,000
	<i>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</i>	\$ 3,055,200

2009-10 Estimated Cost of Operations: Project Administration Costs - \$396,250

Budget Line	Amount	Description
1 Executive Director	\$ 104,100	2009-10 full time salary
2 Accountant	\$ 65,000	2009-10 full time salary
3 Administrative Secretary	\$ 35,000	2009-10 full time salary
4 Overtime	\$ 600	Administrative Secretary. Average - 1/2 hr/week.
5 Unused Vaeation and Personal/Sick	\$ 1,100	Value of unused vacation and personal/sick hours. Vaeation hours earned at rate of 3.69 hrs per bi-weekly pay pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/year.
6 Payroll Taxes	\$ 17,500	Employer share of social security, Medieare, and unemployment for adminstrative staff needed to conduct statewide Program
7 Workers Compensation Insurance	\$ 1,400	Workers comp insurance for admin staff
8 Employee Group Insurance	\$ 46,900	Employee/family health, employee life/disability insurance for administrative staff
9 Rent	\$ 54,100	Expense of office needed to administer statewide contract at \$18.5/sq.ft. for 2,700 sq. ft. plus security, janitorial, utility costs in Travis County, Texas; additional rent
10 Equipment Services Contracts	\$ 2,300	Copier service contract at \$120/month plus excess copy charges
11 Travel/Lodging	\$ 1,200	Travel costs for administrative staff carrying out administrative tasks
12 Job Advertising	\$ 500	Print and online job postings to recruit new staff as needed for turnover
13 Employee Sereening	\$ 900	Costs of interviewing, sereening, testing, and verifying education of new staff
14 Professional Development	\$ 1,000	Expenses of classes/seminars/materials to ensure skill quality
15 Consulting: IT, Accounting, Legal	\$ 10,000	Fees for IT, accounting, legal services
16 Consulting: Real Alternatives	\$ 14,000	Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA
17 Auditing	\$ 13,750	Fees for independent audit of accounting records, procedures, and internal controls by CPA firm;

		preparation of tax return
Budget Line	Amount	Description
18 Postage/Shipping	\$ 6,700	Postage & expenses required for shipping payments, supplies, education materials, reports, and documents to contractors, subcontractors, potential subcontractors
19 General Business Liability Insurance	\$ 2,300	Business liability insurance
20 Directors & Owners Liability Insurance	\$ 2,900	Liability insurance to cover actions of the Board of Directors and executive staff
21 Office Expense	\$ 15,000	Office expense & supplies for required for Program operation
2009-10 Estimated Cost of Operations: Statewide Outreach - \$548,550		
1 Evaluation Coordinator 1	\$ 18,250	2009-10 partial full time salary
2 Evaluation Coordinator 2	\$ 36,500	2009-10 full time salary
3 Statewide Quality Control Manager	\$ 44,700	2009-10 full time salary
4 Statewide Education Manager	\$ 54,100	2009-10 full time salary
5 Overtime	\$ 6,400	Overtime for statewide outreach support staff, average 3 hrs/wk.
6 Unused Vacation and Personal/Sick	\$ 1,000	Value of unused vacation and personal/sick hours. Vacation hours earned at rate of 3.69 hrs per bi-weekly pay pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/year.
7 Payroll Taxes	\$ 14,500	Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program
8 Workers Compensation Insurance	\$ 1,000	Workers comp insurance for outreach staff
9 Employee Group Insurance	\$ 52,600	Employee/family health, employee life/disability insurance for outreach staff
10 Purchase/Development/Distribution of Written Material	\$ 75,000	Costs to purchase and/or develop educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters
11 Services Outreach Advertising	\$ 98,000	Advertise program services to Texas residents using online, television, radio, print, etc.
12 Outreach Website Hosting & Improvements	\$ 5,500	Annual fees for hosting texaspregnancy.org outreach website; costs to integrate existing site into Content

Management System, other improvements

Budget Line	Amount	Description
13 Travel	\$ 24,000	Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; re-training; site monitoring activity.
14 Telecommunications & Internet Exp.	\$ 8,500	Local, long distance, internet and cellular service
15 Community Awareness Costs	\$ 2,500	Attending conferences, seminars and presentations to inform public about the Program; supporting promotional materials
16 Billing System Consulting	\$ 5,000	Maintenance and improvement of RAPID billing system to ensure accurate processing of client services invoices
17 Toll Free Referral System	\$ 4,000	Fees for providing toll-free referral services to respond to client calls
18 Outcome Measurement Development	\$ 13,000	Costs for implementing new outcome measurements for client services delivery, including testing and training
19 New Site Development	\$ 84,000	Costs incurred for expanding 2 satellite sites to underserved areas by existing Service Providers in good standing; if not used, to Client services

2009-10 Estimated Cost of Operations: Clients Services in Communities - \$3,055,200

1 Counseling Reimbursement to Service Providers	\$ 3,035,200	Counseling reimbursement for client services
2 Training	\$ 10,000	Introduce Program to potential Service Providers; train counselors from approved Service Providers in Program rules/procedures
3 Meetings & Seminars	\$ 10,000	Annual service provider regional meetings/conference for statewide Program